




MOTION FOR ORDER TO RETAIN CLAIMS & NOTICING AGENT

If this motion requires expedited consideration pursuant to the [Guidelines Governing First Day Matters](#), DO NOT set a hearing date in this event. After completing this event, e:file an [Application for Expedited Consideration of First Day Matters](#) and notify the appropriate judge via e:mail.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Retain Claims & Noticing Agent** from drop down list; click [NEXT]
- STEP 5** If this is a Joint Filing, place a check in the box and click [NEXT]. If this is not a Joint Filing, click [NEXT] to skip this screen.
- STEP 6** Select party or click [ADD/CREATE NEW PARTY]; click [NEXT]
-  *If you selected Add/Create New Party, a Search screen and a Party Information screen will follow. You MUST select a Role type from the drop down menu on the Party Information screen.*
 -  *If you selected Add/Create New Party or if this is the first time you are filing on behalf of an existing party, you will be asked to create an association by placing a check in the box.*
- STEP 7** If this motion requires expedited consideration pursuant to the *Guidelines Governing First Day Matters*, click [NEXT] to skip the Hearing Information screen. Please review the instructions for e:filing an [Application for Expedited Consideration of First Day Matters](#).
- STEP 8** Upload the .pdf file and any attachments; click [NEXT]
-  *TIP - After Browsing your files, open and review your file to be sure that you are uploading the correct .pdf. To do this, right click on the file name and select open from the pop up menu.*

☛ *TIP - Supporting documents and proposed orders are uploaded as ATTACHMENTS to motions/applications. Click inside the Yes radio button and click [NEXT]. As noted above, please be sure that you are selecting the correct .pdf to upload. Select a description of your attachment from the Type drop down menu or free text one in the Description variable box. Click Add to List and repeat this process for each attachment. When all attachments are uploaded, click [NEXT]*

☛ *TIP - If you upload the wrong .pdf and you notice the error while still on this screen, highlight the file name and click Remove from List*

STEP 9 Confirm case name and number; click [NEXT]

STEP 10 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION***

SAMPLE DOCKET TEXT

Motion for an Order Authorizing Debtor to Retain a Claims and Noticing Agent Filed by John Smith on behalf of Big Debtor. (Smith, John)

STEP 11 Notice of Electronic Filing displays.